



JOB DESCRIPTION

Title: **COUNCIL ADMINISTRATOR**
Department: Council
Class Code: 0550
FLSA Status: Exempt
Effective Date: October 8, 2012
Grade: 26

GENERAL PURPOSE

Under general supervision of the Council Chair and Vice Chair performs highly responsible administrative and staff assignments in areas of long and short range policy development, research and analysis of major issues and proposed programs, and coordination of Council activities surrounding the City's budget and scheduling.

This is an appointed position to the Murray City Council and is exempt from the Career Service System.

EXAMPLE OF DUTIES

- *-- Supervises and trains other members of the Council staff, assigns workloads and recommends staff compensation to the Council; assists Council in hiring, and coordinates orientation activities for newly elected Council members.
- *-- Gathers information and provides access to tools for the Council to be an equal branch of government; ensures the full and equal disclosure of all available information on program proposal components for Council consideration in order to create a clear and complete public record; researches items as requested with finesse, skill, courage and independent judgment when providing information which may be controversial.
- *-- Ensures the Council has adequate time to review, question and prepare for items that are requested by the Administration to be added to council meetings; prepares analysis of state legislative issues for Council review; aides Council members with their duties with respect to the amount of involvement each member wants to have.
- *-- Evaluates, reports and makes recommendations to the Council as to whether the general intent of Council policies, in the form of ordinances and resolutions, are being complied with and carried forth by the City in order to determine whether additional ordinance, resolutions or policies are required; analyzes how policies and ordinances relate to established strategic plan and CIP procedures; may be asked by Council members to distill

large volumes of documentation and provide a condensed opinion; coordinates with City Attorney to discover legal concerns as they relate to legislation.

- *-- Reviews information provided by City staff with an unbiased perspective and provides an independent view of cause and effect to Council members.
- *-- Consults with each Council member relating to emerging concerns or issues in their districts; maintains a policy and procedure log and works with each member to help them follow proper procedures with ideas and issues they would like to bring forward.
- *-- Coordinates and attends Council meetings, citizen meetings, administrative meetings and other meetings requested by the Council; oversees the preparation of all agendas for formal Council involved meetings, including proper posting and notification of the public and press in conformance with Utah's Open Meetings Act.
- *-- Ensures the Council plans for and holds all meetings relating to the budget, strategic planning and CIP in a timely manner.
- *-- Follows and understands the Council's involvement with their assignments to the various boards and commissions etc.; helps the Council members distribute the information from these meetings and assignments to the rest of the Council.
- *-- Assists Council Chair in creating the Council office budget, and regularly monitors Council office expenditures.
- *-- Proactively liaises with City administration on a variety of issues and initiatives.
- *-- Builds relationships with other cities to discover best practices, and determines which issues will affect Murray City and their potential impact.
- *-- Regularly provides coordination and follows the activities and action plans of the League of Cities and Towns.
- *-- Provides training to Council members, and schedules training opportunities with the ULCT, etc.
- *-- Coordinates efforts with Murray contracted lobbyists, or other hired independent contractors.
- *-- Regularly searches for practical and improved ways to get more information about the City to constituents.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from a college or university with a Bachelor's degree in the social sciences, municipal planning, law, public administration, accounting, or business management or related fields and four (4) years of administration experience in government or non-profit private sector, OR any equivalent combination of education and experience.

Special Requirements

- Must be flexible in working hours; including attending evening and weekend meetings.
- Preference may be given to candidates with expertise in land use and zoning issues.

Necessary Knowledge, Skills and Abilities

- Considerable knowledge of public administration, experience in local government, research, and analytical public sector planning and budgeting.
- Experience with and understanding of the creation and application of policy, proper procedures and political approaches to accomplish Council goals and the strategic means to meet these goals.
- Ability to provide analysis of the budgetary process and to recommend actions needed to be taken.
- Ability to establish and maintain effective working relationships with employees, other agencies, governing bodies and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing software; phone; copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to stand and walk.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.